

P28

G. R. S. IX-5]

Previous references.

File 327-16 81-9

File 134-15 81-9

154-14-248

1916.

(G.M.)

File No. 327-16

Serial Nos. 29

Later references.

File 13-18 at 60 @ 64.

P. 33

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for July 1917

SUBJECT.

Training of Probationary Asst-
Commissioners.

229) To the Comptroller,
other Heads of Departments
& Dy-Comms of Districts.
No. G. 547-96 dt 17.7.1917
Issues instructions regarding the

868
18/8

124
20/8/17

GENERAL AND REVENUE SECRETARIAT.

(fre.)

NOTES.

File No. 327-16

FILE HEADING.

Training of Probationary Assistant Commissioners

From

No.

Dated

Received

Diary No.

Enclos.

Spare Copies.

Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Training of Probationary Assistant
Commissioners.

J
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u
The Mysore Civil Service was con-
stituted under Government Order No. Camp
407-22 dated 1st November 1891 and the
rules have subsequently been modified
Orders dated

28th June 1906,
27th June 1907, and
6th June 1913.

Period of probation.

The period of probation for persons
appointed as Probationary Assistant Com-
missioners under these rules has been as
follows:--

- J
S
(a) One year - under the order of 1891,
(b) Two years, - - do - 1906,

(except in the case of
recruits taken from the
subordinate grades who
~~might~~ be confirmed as
soon as they passed the
necessary examinations
irrespective of their
putting in the full
period of probation of
two years)

- T
(c) Two years in the case of those recruited by competition and three years in the case of those recruited by nomination, no probation being necessary for persons admitted to Sch B from the subordinate grades of the public service. under the order of 1907

and

- u
(d) Three years in the case of all probationers whether admitted by competition or nomination, no probation being necessary in the case of persons admitted to the grade Asst Commrs from the Subordinate grades. under the order of 1913

T r a i n i n g .

No provision was made in the rules of 1st November 1891 as to the nature of the training to be given to Probationary Assistant Commissioners.

In the rules of 28th June 1906 it was said that "every officer recruited by competition or by special selection should, unless he has already received such training, be trained for not less than six months in the Survey Department and not less than six months in the - - - Accounts Department; and that every officer recruited by competition should also be trained in the Judicial Department as a Munsiff or a Sub Judge for not less than one year in the aggregate". The same provision is found in the rules of 27th June 1907 also.

x Subsequently reduced to 6 weeks

Detailed rules have been laid down in the Government Order dated 7th August 1907 regarding training in Treasury work which would extend from 4 to 6 months.

The period of Survey training was reduced from 6 months to 6 weeks in the Government Order dated 21st May 1910.

Under ~~these~~ the Civil Service Rules of 6th January 1913, every Probationary Assistant Commissioner should during the first two years after appointment be - - trained in office work and other duties as far as may be practicable and should

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4ms are quite do.

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also receive a training in Treasury work, Revenue Survey and Elementary Engineering^(a) and during the third year/Probationers intended for employment in the Accounts Department should be attached to the Comptroller's Office and trained in Civil and P. W. Accounts and would be required to appear for and pass the Departmental Accounts Examination which might be specified from time to time; ^(b) All other probationers should be trained in the - - - different branches of work in a Taluk till they thoroughly understand the details of the work done and the duties performed by every official of the Revenue Department from the Amildar downwards; and

(c) that probationers intended for employment in the Survey Department should in addition to the training set forth in the previous clause be trained in the work of the Department and required to pass the Departmental Examination in Survey work.

These provisions were put into regular shape in the Government Order dated 22nd April 1915 as noted hereunder:-

APPENDIX.
Programme of work for the training of Probationary Assistant Commissioners.

Name of Probationary Assistant Commissioner and District	First year		Second year		Third year	
1	2		3		4	
	<i>(i)</i> <i>I Half-year.</i>	<i>(ii)</i> <i>II Half-year.</i>	<i>I Half-year.</i>	<i>II Half-year.</i>	<i>I Half-year.</i>	<i>II Half-year.</i>
	Work in the District Office. Training in several branches (three months).	Work in the District Office. Special training in the District Treasury.	Elementary Engineering.	Revenue Survey training in District Office.	Training in the District Office and Taluk. <i>Taluks.</i>	Training in the District Office and Taluk. <i>Taluks.</i>
	Work in the taluk. Learning details of work done by Revenue officials. Mode of vernacular correspondence. Easy inspections.	Training prescribed in the rules under Government Order No. R. 1031-40—G. F. 246-04-10, dated the 7th August 1907.			(i) Preparation of village accounts, etc., registers and forms maintained in taluks and arrangement of records. <i>Inspections.</i>	(i) Preparation of village accounts, etc., registers and forms maintained in taluks and arrangement of records. <i>Inspections.</i>
					(ii) Revenue and Economic enquiries (three months). Attending Criminal Courts and enquiries.	(ii) Revenue and Economic enquiries (three months). Attending Criminal Courts and enquiries.

N. B.—1. Probationary Assistant Commissioners to be appointed to Special Departments will have technical training in the department.
2. Deputation for training in Elementary Engineering and Survey will be regulated in accordance with separate orders.

Gm File No. 327 of 1916.

Serial
No.

There may be High & Low standards.
 Moreover there is no scheme of uniform
 training. As to the law in Cal pro &
 Penal code & Evidence - before that time
 see 2nd & 3rd mag.

Low standard may consist of

1. Pen code & rules
2. Penal code & Cr. procedure
3. Evidence.

High standard may consist of

1. Pen code & rules. incl. v. off. ^{ref.}
2. Criminal procedure
3. Acco. incl. Trial procedure
4. Dh. & Teluk & v. ^{man. _{man. _{man.}}}

If the Govt is agreeable to the
 re-opening of this question the
 may be discussed in Council

Devan)

Secretary.

4/16.1. 1917
 1671

4/16/17

I agree that three years' probation is too
 long.

I shall be glad if the pros and cons of
 each of the points raised are argued out in detail
 and the matter brought up for consideration in

G. R. S. III-2]

General and Revenue
Secretariat.

G.M. File No. 327 of 191 6 .

Serial
No.

in Council.

If the Second Member sees no objection,
the Secretariat officers may also be permitted to
minute on the points, after studying the papers on
which the existing system was based.

29.4.17 R6

13
30/4-17

General Secretary) 13
30.4.17

Second Member)

Dear Sir
15

Seen. Instructions may
be taken early as suggested.

ref 11/5/17

For U.S. views in a well

Dear
15

ref 2/5/17

Submitted with a
note. I was able to get a copy of the Civil
Service Manual only yesterday afternoon.
Gen Secy

U/ 24/5/17

For me, view - P.T.O.

Dear
15

Note by Mr. Jayaram

Note

Training of Probationary
Assistant Commissioners.

The period of probation for members of the Indian Civil Service is one year, and for Deputy Collectors is a minimum of one year in Bengal, two years in Bombay and three years in Madras.

The men who are recruited by the results of a competitive examination have "great powers of work, great powers of concentration, great powers of maturing a subject and great powers of reproducing their knowledge." For such men, a probation of three years is unnecessary. All the training required can well be given within two years. The period may therefore be reduced to two years as in Bombay.

The same rule may be made applicable also to persons recruited by nomination for, though they do not get in by reason of their success in a competitive examination, they are generally graduates and men of culture.

Although our civilians are mostly Mysoreans, yet some outsiders not sufficiently acquainted with Kannada who graduate from the Mysore Colleges may get in. And even among Mysoreans, some whose optional language for the examinations was Sanskrit may not be able to

read

read Kannada manuscripts.

The first three months of the probationary period may therefore be -- spent in acquiring a working knowledge of Kannada and during this period they may be placed under a Deputy Commissioner. It is better that young -- assistants are first made to come into contact with Deputy Commissioners than with Amildars. From the 4th month, the training^(X) proposed in the Second Member's Minute dated the 16th January - 1917 may usefully be given in the order set forth in it.

1. Training in the Taluk Office
2. Survey Training (to pass an examination)
3. Engineering training.
4. Treasury training
5. Training in the District Office including Treasury accounts & in the Sub-Division.

It may be explicitly laid down that while Probationary Assistant Commissioners undergo training in the Taluk office, they should for a time be employed in writing the Village accounts of one or two decently big villages situated near the Taluk Headquarters and should also spend some time in getting themselves acquainted with the duties of a Shekdar. - Some intelligent Shekdar may be required to draw up a few Mahazars and reports and conduct a few sales in their presence.

Survey training now occupies six weeks. Perhaps this period is enough. The period of practical training in Survey prescribed for members of the Indian Civil Service appears to be only one month.

The period of training in the

General and Revenue
Secretariat.

File No.

of 191

Serial
No.

My views on this question are as follow:-

The period of probation and training of this class of officers may with advantage be reduced to two years. The training to be given should be common to all recruits coming under the said Civil Service Scheme excepting those promoted from the lower ranks of the public service.

2. Government Order No. G.11453-66/G.M.97-14-1, dated the 22nd April 1915 prescribes in detail the training to be undergone by the Probationers. The defects of this system are -

(i) There is no special instructor to put the Probationers in the way.

(ii) No test is held to determine the progress made by them.

(iii) The Probationers are generally utilised for ordinary work with detriment to their training

(iv) They come to regard themselves as officers placed above officials and not as learners and pupils with the result that their progress depends entirely on their willingness to learn.

(v) The training is more theoretical than practical and lacks in method.

3. To remedy the above defects the adoption of such measures as the following is suggested:-

(1) A strict rule should be framed that no Probationer should be utilised for ordinary work without the specific sanction of Government which

Serial
No.

which should not be granted for light reasons.

(ii) The officers under whom Probationers are placed for training should take work from them as working hands of the office. They should be asked to attend to the routine work of each important clerk for some time. They might then be allowed to supervise sections and finally the whole office.

(iii) A test should be instituted for each course of training undergone by the Probationers.

(iv) The Probationers should be asked to maintain a daily account of the work done by them in the course of their training.

(v) The first 18 months should be devoted for general training in Treasury, Taluk, District, Survey and Engineering matters.

(vi) At the end of this period each Probationer will to a certain extent have shown his aptitude for the work of ^a particular Department. It will then be easy to assign Departments to them according to their aptitude. Towards this end, a Standing Committee consisting of the Revenue Commissioner, Comptroller, Inspector General of Police and the Excise Commissioner may be appointed to examine the Probationers and

General and Revenue
Secretariat.

File No.

of 191

Serial
No.

submit proposals to Government from time to
time.

Cmnd (4)

Conf reports about
Pmt Accs sh^d be

(vii) The next six months should be used for train-
ing the Probationers in the special line

W.D. examine
rule in Prob^l
indica

chosen for them, subject also to the rules
(ii), (iii) and (iv) specified above.

Decees

27/5

4. If once the general principles acceptable
to Government are known, necessary details can be
worked out.

Deering
27/5

G. R. S. III-2]

General and Revenue
Secretariat.

File No.

of 191.

Serial
No.

To Rev Secy & Secy of A for favour of recording their opinions.

Please see note below.

Decy
29.5.17

I have nothing to add to
the final Secy's suggestions which
deal with the matter in hand.
I think that officers intended
for general administrative work
should also be trained in the
work of general development
and I would suggest their being
attached to the Secy & Conference
for at least one month.

C.S.
as to
annual,
First
to Secy
member
Decy
2/6

2/6

General and Revenue
Secretariat.

File No.

of 191

Serial
No.

My views are as follows:-

(1) The period of probation and training should be reduced to two years.

(2) The training may be definitely fixed as under:-

(a) Taluq office ... 6 months.

(b) District Treasury, Sub-Division, and Deputy Commissioner's offices. 1 year.

(c) Survey training ... 3 months.

(d) Engineering training.. 3 months.

There should be a test with regard to (c) and (d) which the Probationary Assistant Commissioners should be required to pass.

(3) The present rules regarding departmental service examinations are suitable and may remain unchanged. Before earning confirmation they are required to pass the Revenue, Criminal, Civil Parts I and II, the Registration and Accounts Examinations

(4) It must be distinctly laid down that these officers should not, during their period of training, be placed in charge of the ordinary work of any office to the detriment of their course of training.

(5) Half-yearly reports should be submitted by the Deputy Commissioners with details of the training given to these officers, as at present prescribed.

(14)
(For disposal at a meeting)

No. C. 398

.....4.6.1917.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause viii of the schedule)

Modifications in the period and method of training of Probationary Assistant Commissioners.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narayana Rao

Secretary to Government.

4th June 1917.

Extraordinary Member of Council.

A. Rao
13.6.17. sent 14/6

First Member of Council.

*I am in view of the above and
have been sent 10/6 sent 11/6*

Second Member of Council.

65.
4.6.17.
6.6
*The above may be considered
on the 9th - sent 9/6*

(1) (15)

Subject.-Clause viii of the Schedule.

Modifications in the period and
method of training of Probationary As-
sistant Commissioner.

OPINION OF THE COUNCIL.

Notes in the file for views of Council
on resolution Sh^d be brought up next
before Council

As far as possible
are for instructions

over
28/6

29/6/4

(16)

Extract from the Proceedings of the.....42nd Meeting of the Council
of His Highness the Maharaja, held at.....Bangalore.....
on the.....5th July.....1917.

4. Subject. - (Clause viii of the schedule.)

- - - - -

Modifications in the period and method of training of
Probationary Assistant Commissioners.

OPINION OF THE COUNCIL.

The period of three years' training fixed for Probationary
Assistant Commissioners may be reduced to two years.

During this period, the Probationers may receive training
in the order and for the minimum periods mentioned below:-

- | | | |
|---|----|-----------|
| (1) Training in the Taluk office. | .. | 6 months. |
| (2) Survey Training. | .. | 2 .. |
| (3) Engineering Training. | .. | 3 .. |
| (4) Training in Treasury work. | .. | 3 .. |
| (5) Training in the District and
Sub Division offices. | .. | 6 .. |

The following supplemental instructions may be laid down
for the guidance of training officers:-

(1) The heads of offices in which Probationers are placed
for training should take work from them as working hands of the
office. They should be asked to attend to the routine work of
each important clerk for some time. They might then be allowed
to supervise sections and finally the whole office.

(2) They should certify at the end of each period of train-
ing that the Probationers have undergone the course satisfactori-
ly and that they have acquired a sufficient knowledge of the
work. The same rule applies to Treasury, Engineering and Survey
Training.

17

Extract from the Proceedings of the.....422nd.....Meeting of the Council
of His Highness the Maharaja, held at.....Bangalore,.....
on the.....5th.....July.....1917 .

(3) A daily account of work done in the course of training should be maintained by every Probationer.

(4) No Probationer should, during the above period, be utilised for ordinary work of the regular staff except for the purpose of training, without the specific sanction of Government.

In future, special confidential reports regarding the work of Probationary Assistant Commissioners should be submitted half-yearly to Government, in their own hand, by the Deputy Commissioners of the Districts in which they are under going training during that period. The reports should contain sufficient details about the training and the progress made, with the opinion of the Deputy Commissioner as regards the character and capacity of the Probationers concerned.

The existing orders may be revised on the above lines.

(Sd) M.Visvesvaraya,
Dewan of Mysore.

"EXTRACT"

D. M. Narasimhaiah

Secretary to Government,
General Department.

④ *U8*

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

To the Under Secretary, Br. V.,
for kindly putting up a ~~draft~~ *D.F.N.*
Abnully h. h. Secs member.

Dues:
577
— 45/7/17

Submitted with a Draft Final Note
and a Draft ~~Govt~~ order

Kids
9/7/17 *VS*
2nd Member

991
9.7.17.

10

22/9/17

Final note signed by
the member. is put up with a *D.F.N.*
with *10/7* *Dues*
107
10/7/17

220
11.7.17

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

(19)

Final Note by the Second Member of Council.

Subject:

Z According to Rule VIII of the Civil Service Rules of 6th January 1913, Probationary Assistant Commissioners appointed to the State Service are required to be under probation of three years and undergo the necessary training during that period.

A 2. In my minute dated the 16th January 1917, I pointed out that a period of three years' training was too long and recommended that it might be reduced to two years and that definite periods might be fixed for training in the various branches as shown below:-

1. Taluk office training..... 6 months.
2. Survey training..... 2 "
3. Engineering training..... 3 "
4. Treasury training..... 3 "
5. District & Sub-Division training..... 9 "

K 3. There are also defects in the present system of training as prescribed in Government order No.C.11453-66/G.M. 97-14-1 dated 22nd April 1915 and these may be summarized as follows:-

- (i) There is no responsible officer appointed to put the Probationers in the way and watch their progress.
- (ii) No test is held to determine the progress made by them.

(iii)

(20)

(iii) The Probationers are generally utilized for ordinary work with detriment to their training.

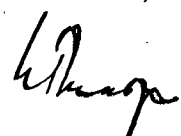
(iv) Government receive no periodical reports regarding the training or progress made.

3,
A
4. The question of effecting an improvement in the present system was discussed in Council and they are of opinion that the period of three years' training fixed for Probationary Assistant Commissioners may be reduced to two years and that during this period they may receive training in the order and for the ^{minimum} ~~period~~ periods proposed in my minute dated the 16th January 1917 referred to above, except in respect of the training in District & Sub-Division offices for which a period of six months is considered sufficient by them.

5. They are also of opinion that in order to remedy the defects mentioned above, supplemental instructions as detailed in their resolution dated the 5th July 1917, may be laid down for the guidance of training officers.

6. A draft order revising on the above lines the existing orders on the subject is put up and it may be approved.

10th July 1917.


MEMBER OF COUNCIL.

10. 7. 17

(21)

Submitted to His Highness.

—♦—

X

S,

*I submit herewith a Final Note by the Second
Member of Council on the subject of modifications in
the period and method of training of Probationary Assist-
ant Commissioners,*

for His Highness' gracious approval.

M. Y. on may 4

Dewan.

11th July 1917-

1872

MA 1035-13

4 (22)

Record of Cases submitted for the Orders
of His Highness the Maharaja

Subject.



Modifications in the period
and method of training of Probationary
Assistant Commissioners.

49

Order.

~~KRM~~
13/7/17

Subs. RD

14-7-17 As per 14/7/17
J. M. 14/7/17

G. R. S. 12]

General and Revenue
Secretariat.

fn. File No. 327 of 1916.

Serial
No.
29

To The Comptroller
" Other Head of Dept
" Dy. Commr. of Dist
No. G. 54796 d. 17.7.17

Directs certain modifications in the period
and method of training of Prob. asst. Commr.

7
17/2

G.R.S. VI-71]

50 copies (all)

SUBJECT..... *Re modifications in the period and method of training*
of Pro. Asst. Commrs.

Diary No. of letter replied to.....

Section *fm*
File No. *327-16*
Serial No. *29*

General and Revenue Secretariat

Proceedings of the Government of
His Highness the Maharaja of Mysore.

()
, the 191

Date of issue..... *17th Dec 1917*

Read.— *G.O. No. G. 3528-75/G.M. 232-12-1*

Signed by..... *[Signature]*

8. 6. 1. 1913 issuing rules regulating ad-
missions to and promotions in the Mysore
Civil Service.

May this be

- i Printed? *K*
- ii treated as a standing order?
- iii published in the Gazette
English part?
- iv translated?
- v placed at the disposal of the press?
- vi published in the Gazette
Kannada part?

2. G.O. No. G. 11453-66/G.M. 97-14-1 &
22. 4. 1915 issuing instructions regarding
the training of Pro. Asst. Commrs.

Order Thereon:— No. *256*

Govt. Consider it expedient to
reduce the period of probation and improve
the system of training prescribed in the
Govt.

Not over.

Done 17/12 50 copies

Govt. ... for Pro: Asst: Comrs.
recommended to the ... They
are accordingly, pleased to direct the substi-
tution of the following ... instructions
for Rule VIII + IX of the Civil Service
Rules of 6.1.1913:-

Rule VIII. — Persons admitted
~~by~~ into the Civil Service by
Competitive exam under Rule II (1) or nomination
~~or family considerations or other consideration~~
~~of persons under Rule II (2) (b)~~ will be
under instruction and training for a period
of two years and will draw a pay of
Rs. 200/- per m. during the period.

(a) during this period they shall pass —

- (i) an examination in riding;
- (ii) the post and telegraphic code
according to the rules in force
at the time being; and
- (iii) such of them as have not taken
examination in their official language
in a University or other recognised
public examination, an examination
in that language according to the
prescribed standard.

List of enclosures.

Copied by

Examined by

G. R. S. 27]

GENERAL AND REVENUE
SECRETARIAT.

(Continuation sheet, draft form.)

(3)

24

A Probationer failing to pass the above tests by the end of the two years of probation may be allowed a further year's grace. Failing to pass in the third year his name will be removed from the list of Probationers.

(b)(i) During this period the Probationers will be trained in office work and other duties as far as may be practicable and will also receive a training in Treasury work, Revenue Survey and Elementary Engineering in the order ^{minimum} and for the periods specified below:-

newly
added

- (1) Training in the Taluk Office — 6 months
- (2) Survey Training — 2 "
- (3) Engineering Training — 3 "
- (4) Training in Treasury work — 3 "
- (5) Training in the District and Sub-Dⁿ Offices — 6 "

newly added

(ii) After the Probationers have passed ^{successfully} the required examinations and undergone the ~~prescribed~~ training they will, at the discretion of Govt, be appointed to ~~the~~ several depts of Govt. in accordance with

with the exigencies of service and individual aptitude and qualification, provided that Govt. may for sufficient reason at any time transfer an officer from one Dept. to another.

(iii) Probationers intended for employment in the Accounts Dept. will, after their period of probation, be attached to the Comptroller's Office and trained in Civil & P.W. accounts. In addition to practical training, they will be required to appear for and pass the departmental Accounts examinations which may be specified from time to time.

(iv) Probationers intended for employment in the Survey Dept., will in addition to the training as in (i) above, be trained in the work of the Dept. and will be required to pass the departmental examination in Survey work.

A Probationer who ~~has~~ ^{has} not ^{made} ~~given~~ adequate progress during his course of training will be liable to lose his Confirmation ^{date}.

GENERAL AND REVENUE
SECRETARIAT.

(Continuation sheet draft form.)

Fully
altered

(28)

deferred or to be removed altogether from the service.

Rule IX. — On becoming fully qualified by passing all the prescribed examinations and going through the course of practical training with credit, Pro: Asst: Comrs. ~~to be appointed hereafter~~ will be confirmed as Asst. Comrs. V class on Rs. 250/- and afterwards rise according to the scale given below:—

To Asst. Comr. 4 th class on Rs. 300/-	After three years' approved service in the 5 th class.
To Asst. Comr. 3 rd class on Rs. 350/-	After three years' approved service in the 4 th class
To Asst. Comr. 2 nd class on Rs. 400/-	After three years' approved service in the 3 rd class.
To Asst. Comr. 1 st class on Rs. 450/-	After three years' approved service in the 2 nd class.

*
Whole paragraph
Newly added

* 2. The Govt. are also pleased to lay down the following supplemental instructions for the strict guidance of officers under whom Pro: Asst: Comrs. are placed for training in accordance with Rule VIII (b) Supra:—

(i) The heads of offices to which Probationers are

are then free for training & to take work from them on a very broad basis, requiring them to attend to the entire work of each ^{branch} ~~branch~~ & ~~branch~~ to start with and after they gain sufficient knowledge & experience of the work, to supervise and finally the whole of it.

(ii) The S. & C. support the idea of continuing to train that the Probationers should be given a job to do and that they should acquire "a" knowledge of the work. The same idea applied to training, requiring the Probationers to be trained.

(iii) In doing the work done in the Probationers they should be maintained by Probationers.

(iv) No Probationers should, during his period of probation, be eligible for Order of the British Staff except for the purpose of training, without the special consent of G.O.

3. The Probationers should be special.

Confidential Report 2/2/21

G.R. S. 27] ^{* added subject to approval.}

GENERAL AND REVENUE
SECRETARIAT.

(Continuation sheet draft form.)

added
subject
to approval.

Print.

WJ
1.7.

WJ

30

of Pro: Asst. Comrs. (already in service and those to be appointed in future), should be submitted half-yearly to Govt., in their own hand, by the Dy: Comrs. of Sts in which they are undergoing training. The reports should contain sufficient details about the training and the progress made, with the opinion of the Dy: Comr. as regards the character and capacity of the Probationers concerned.

4. The above rules and instructions in regard to training will supersede G.O. of 22.4.1915 read above and may be observed in the case also of the ~~existing~~ ^{already appointed} Pro: Asst. Comrs. so far as they are applicable to them.

12/10/16

WJ 9/1/17
for Secretary to Govt
General Dept.

To

The Comptroller to Govt.

The other Heads of Depts

The Dy: Comrs. of Sts.

**Government of His Highness the Maharaja
of Mysore.**

GENERAL AND REVENUE DEPARTMENTS.



**G. O. No. G. 547-96—G. M. 327-16-29,
dated 17th July 1917.**

Training of Probationary Assistant Commissioners.

Issues instructions regarding the —.

**Training of Probationary Assistant
Commissioners.**

No. G. 547-96—G. M. 327-16-29, DATED 17TH JULY 1917.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ —

Government Order No. G. 3528-75—G. M. 232-12-1, dated 6th January 1913, issuing rules regulating admissions to, and promotions in, the Mysore Civil Service.

2. Government Order No. G. 11453-66—G. M. 97-14-1, dated 22nd April 1915, issuing instructions regarding the training of Probationary Assistant Commissioners.

Order No. G. 547-96—G. M. 327-16-29, dated 17th July 1917.

Government consider it expedient to reduce the period of probation and improve the system of training prescribed in the Government Orders read above for Probationary Assistant Commissioners recruited to the Mysore Civil Service. They are accordingly pleased to direct the substitution of the following rules and instructions for Rules VIII and IX of the Civil Service Rules of 6th January 1913:—

Rule VIII.— Persons admitted into the Mysore Civil Service by competition under Rule II (1) or nomination under Rule II (2) (b) will be under probation and training for a period of two years and will draw a pay of Rs. 200 per mensem during the period.

(a) During this period they shall pass:—

- (i) an examination in riding,
- (ii) departmental service examinations required according to the rules in force for the time being; and
- (iii) such of them as have not taken Kannada as their optional language in a University or other recognized public examination, an examination in that language according to the prescribed standard.

A Probationer failing to pass the above tests by the end of the two years of probation may be allowed a further year's grace. Failing to pass in the third year, his name will be removed from the list of Probationers.

(b) (i) During this period the Probationers will be trained in office work and other duties as far as may be practicable and will also receive a training in Treasury work, Revenue Survey and Elementary Engineering in the order and for the minimum periods specified below:—

(1) Training in the Taluk Office	...	6 months
(2) Survey Training	...	2 "
(3) Engineering Training	...	3 "
(4) Training in Treasury work	...	3 "
(5) Training in the District and Sub-Division Offices	6	"

(ii) After the Probationers have passed the required Examinations and successfully undergone the prescribed training, they will, at the discretion of Government, be appointed to the several Departments of Government in accordance with the exigencies of service and individual aptitude and qualification, provided that Government may for sufficient reason at any time transfer an Officer from one Department to another.

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- (iii) Probationers intended for employment in the Accounts Department will, after their period of probation, be attached to the Comptroller's Office, and trained in Civil and Public Works Accounts. In addition to practical training, they will be required to appear for and pass the Departmental Accounts Examinations which may be specified from time to time.
- (iv) Probationers intended for employment in the Survey Department will, in addition to the training as in (i) above, be trained in the work of the Department and will be required to pass the departmental examinations in Survey work.

A Probationer who has not made adequate progress during his course of training will be liable to have his confirmation deferred or to be removed altogether from the service.

Rule IX.—On becoming fully qualified by passing all the prescribed examinations and going through the course of practical training with credit, Probationary Assistant Commissioners will be confirmed as Assistant Commissioners, V class, on Rs. 250 and afterwards rise according to the scale given below:—

To Assistant Commissioner, 4th class, on Rs. 300.	After three years' approved service in the 5th class.
To Assistant Commissioner, 3rd class, on Rs. 350.	After three years' approved service in the 4th class.
To Assistant Commissioner, 2nd class, on Rs. 400.	After three years' approved service in the 3rd class.
To Assistant Commissioner, 1st class, on Rs. 450.	After three years' approved service in the 2nd class.

2. The Government are also pleased to lay down the following supplemental instructions for the strict guidance of officers under whom Probationary Assistant Commissioners are placed for training in accordance with Rule VIII (b) *supra*:—

- (i) The heads of offices to which Probationers are attached for training should take work from them as working hands of the office, requiring them to attend to the routine work of each important branch to start with, and after they gain sufficient knowledge and experience of the work, to supervise sections and finally the whole office.
- (ii) They should certify at the end of each period of training that the Probationers have undergone the course satisfactorily and that they have acquired a sufficient knowledge of the work. The same rule applies to Treasury, Engineering and Survey training.
- (iii) A daily account of work done in the course of training should be maintained by every Probationer.
- (iv) No Probationer should, during his period of probation, be utilized for ordinary work of the regular staff except for the purpose of training, without the specific sanction of Government.

3. Government further direct that special confidential reports regarding the work of Probationary Assistant Commissioners already in service and those to be appointed in future, should be submitted half-yearly to Government in their own hand by the Deputy Commissioners of Districts, in which they are undergoing training. The reports should contain sufficient details about the training and the progress made, with the opinion of the Deputy Commissioner as regards the character and capacity of the Probationers concerned.

4. The above rules and instructions in regard to training will supersede Government Order dated 22nd April 1915, read above and may be observed in the case also of the Probationary Assistant Commissioners already appointed so far as they are applicable to them.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Comptroller, Mysore Government.
The other Heads of Departments.
The Deputy Commissioners of Districts.

PRESS TABLE.

Exd.—C. R.